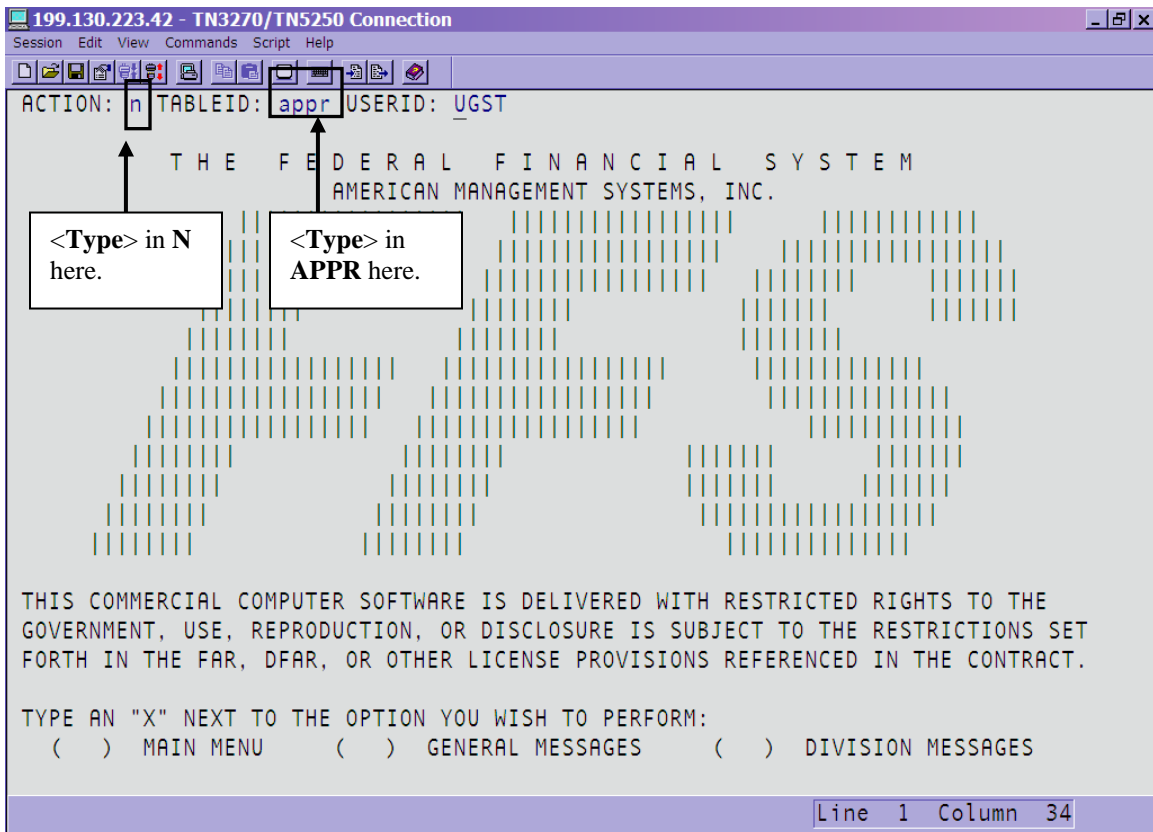5/27/2005

HOW TO ACCESS AND UNDERSTAND THE APPR TABLE

Step 1:

1. To move to the APPR table <**type**> **N** in the ACTION field and <**type**> **APPR** in the TABLEID and <**press**> the **Enter key**.

Step 2:

<Type> in **S** here.

```
199.130.223.42 - TN3270/TN5250 Connection                          _ | 8 | x
Session  Edit  View  Commands  Script  Help
□  ⌂ ⊟ ⌨ ⌨ ⌨  ⊟  ⌨ ⌨ ⌨  ⊞  ⌨ ⌨ ⌨  ◈
ACTION: S TABLEID: APPR USERID: UGST
                   *** APPROPRIATION INQUIRY TABLE ***     <Type> in BFY here.
KEY IS BUDGET FISCAL YEARS, FUND

BUDGET FISCAL YEARS: 05    FUND: 52    STATUS IND:    EST REIM OPT:

ORIGINAL APPR AMT:                    TRANSFERS IN:      <Type> in FUND here.
APPROVED APPR AMT:                   TRANSFERS OUT:
    EST REIM AMT:                      LAPSED AMT:
 ACTUAL REIM AMT:                   CARRYOVER AMT:
 STAT RESERVE AMT:                    EXPIRED AMT:
REIM AGREEMNT AMT:                UP SPEND ADJ AMT:
DIR AGREEMENT AMT:                DN SPEND ADJ AMT:
 EST RECOVERY AMT:                 ACT RECOVERY AMT:
 PY REC WITH AMT:
   UNLIQ COMM AMT:                   YTD APPOR AMT:
   UNLIQ OBLG AMT:                   YTD      AMT:
     EXPENDED AMT:                UNAPPOR APPR AMT:
  APPR TRANS CODE:            APPORTIONMENT AVAIL AMT:
  APPR TRANS TYPE:            APPROPRIATION AVAIL AMT:
                            UNDISTRIBUTED EST REIM AMT:
                          RESTORATIONS / WITHDRAWALS AMT:


                                            Line   5   Column   37
```

2. The keys for this Table are Budget Fiscal Years and Fund. <**Type**> **S** in the ACTION field and <**tab**> down to BUDGET FISCAL YEARS and <**type**> in the **two digit BFY** you are interested in, in this example it is 05. <**Tab**> once to the Fund and <**press**> the **Enter key**.

Explanation of fields in the APPR table:

SINGLE YEAR APPROPRIATION

```
199.130.223.42 - TN3270/TN5250 Connection                                    _ ∂ ×
Session  Edit  View  Commands  Script  Help
 ACTION: R TABLEID: APPR USERID: UGST
                    *** APPROPRIATION INQUIRY TABLE ***
 KEY IS BUDGET FISCAL YEARS, FUND

 BUDGET FISCAL YEARS: 05    FUND: 52      STATUS IND: A   EST REIM OPT: N

 ORIGINAL APPR AMT:       526,321,784.00      TRANSFERS IN:        101,000.00
 APPROVED APPR AMT:       526,321,784.00     TRANSFERS OUT:    199,342,500.00
      EST REIM AMT:                 0.00        LAPSED AMT:              0.00
   ACTUAL REIM AMT:                 0.00     CARRYOVER AMT:              0.00
  STAT RESERVE AMT:                 0.00       EXPIRED AMT:              0.00
 REIM AGREEMNT AMT:                 0.00 UP SPEND ADJ AMT:              0.00
 DIR AGREEMENT AMT:                 0.00 DN SPEND ADJ AMT:              0.00
  EST RECOVERY AMT:                 0.00 ACT RECOVERY AMT:              0.00
   PY REC WITH AMT:                 0.00
     UNLIQ COMM AMT:                0.00     YTD APPOR AMT:    526,220,784.00
     UNLIQ OBLG AMT:        59,115,270.81     YTD ALLOC AMT:    526,219,764.00
       EXPENDED AMT:    275,309,998.72 UNAPPOR APPR AMT:        101,000.00
    APPR TRANS CODE: AA        APPORTIONMENT AVAIL AMT:    191,795,514.47
    APPR TRANS TYPE: 01        APPROPRIATION AVAIL AMT:    191,896,514.47
                          UNDISTRIBUTED EST REIM AMT:              0.00
                        RESTORATIONS / WITHDRAWALS AMT:              0.00



                                                      Line  1   Column  10
```

- **ORIGINAL APPR AMT** is the amount APHIS was appropriated by Congress and/or the amount transferred in or out.
- The **APPROVED APPR AMT** is the same as the original Appr Amt.
- **TRANSFERS OUT** represents amounts either transferred to another agency or treasury symbol or to another BFY.
- **TRANSFERS IN** are funds that are transferred into the agency in one fund but needs to be spent out of another, or moved from another open BFY.

```
199.130.223.42 - TN3270/TN5250 Connection                              _ |&| x|
Session  Edit  View  Commands  Script  Help
 D|&|日|f|&|&|  B|  &|&|  O|  |||  &|B|  &|
ACTION: R TABLEID: APPR USERID: UGST
                  *** APPROPRIATION INQUIRY TABLE ***
KEY IS BUDGET FISCAL YEARS, FUND

BUDGET FISCAL YEARS: 05    FUND: 52      STATUS IND: A   EST REIM OPT: N

ORIGINAL APPR AMT:      526,321,784.00    TRANSFERS IN:        101,000.00
APPROVED APPR AMT:      526,321,784.00    TRANSFERS OUT:   199,342,500.00
     EST REIM AMT:                0.00       LAPSED AMT:             0.00
  ACTUAL REIM AMT:                0.00    CARRYOVER AMT:             0.00
 STAT RESERVE AMT:                0.00      EXPIRED AMT:             0.00
REIM AGREEMNT AMT:                0.00 UP SPEND ADJ AMT:             0.00
DIR AGREEMENT AMT:                0.00 DN SPEND ADJ AMT:             0.00
 EST RECOVERY AMT:                0.00 ACT RECOVERY AMT:             0.00
 PY REC WITH AMT:                 0.00
   UNLIQ COMM AMT:                0.00     YTD APPOR AMT:    526,220,784.00
   UNLIQ OBLG AMT:       59,115,270.81     YTD ALLOC AMT:    526,219,764.00
     EXPENDED AMT:      275,309,998.72 UNAPPOR APPR AMT:        101,000.00
   APPR TRANS CODE: AA      APPORTIONMENT AVAIL AMT:       191,795,514.47
   APPR TRANS TYPE: 01      APPROPRIATION AVAIL AMT:       191,896,514.47
                        UNDISTRIBUTED EST REIM AMT:             0.00
                        RESTORATIONS / WITHDRAWALS AMT:             0.00




                                              Line  1   Column  10
```

Once the money has appropriated, which was done in the above step then the money is apportioned.

- The **YTD APPOR AMT** is the amount that has been apportioned in this fund. The **UNAPPOR APPR AMT** is the difference between what is appropriated, ORIGINAL APPR AMT, and the apportionment, YTD APPOR AMT.
- **UNLIQ OBLG AMT** are orders placed, contracts awarded, services received and similar transaction that have been recorded in the Financial System but have yet to be paid or have a outstanding balance. Once a year has expired, Sept 30th, 2005 BFY 2005 will expire, there are 5 years before a year is canceled. Before the cancellation date, the UNLIQ OBLIG AMT must be at zero balance.
- **EXPENDED AMT** are transactions that the vendor has satisfied enough of the requirements to begin processing the payment. The transaction has either already been paid by treasury or soon will be paid.
- By adding these Unliquidated Oblg Amt and Expended Amt together you have the total amount of Obligations for the agency in this fund. This amount doesn't include commitments or planned expenditures.

5/27/2005

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┌─────────────────────────────────────────────────────────────────────────────┐
│ ▣ 199.130.223.42 - TN3270/TN5250 Connection                          _ 8 X   │
│ Session  Edit  View  Commands  Script  Help                                   │
│ D│🖿│🖫│🖳│🗇│🔢│ 🖳│ 🗎🗎│ □│ 🖳│ 🔁🔁│ ◈                                    │
│ ACTION: R TABLEID: APPR USERID: UGST                                          │
│                  *** APPROPRIATION INQUIRY TABLE ***                           │
│ KEY IS BUDGET FISCAL YEARS, FUND                                              │
│                                                                               │
│ BUDGET FISCAL YEARS: 05    FUND: 52      STATUS IND: A   EST REIM OPT: N       │
│                                                                               │
│ ORIGINAL APPR AMT:       526,321,784.00      TRANSFERS IN:        101,000.00  │
│ APPROVED APPR AMT:       526,321,784.00     TRANSFERS OUT:    199,342,500.00  │
│      EST REIM AMT:                 0.00         LAPSED AMT:             0.00   │
│  ACTUAL REIM AMT:                  0.00      CARRYOVER AMT:            0.00    │
│  STAT RESERVE AMT:                 0.00        EXPIRED AMT:            0.00    │
│ REIM AGREEMNT AMT:                 0.00 UP SPEND ADJ AMT:             0.00     │
│ DIR AGREEMENT AMT:                 0.00 DN SPEND ADJ AMT:             0.00     │
│  EST RECOVERY AMT:                 0.00 ACT RECOVERY AMT:            0.00      │
│  PY REC WITH AMT:                  0.00                                        │
│    UNLIQ COMM AMT:                 0.00     YTD APPOR AMT:    526,220,784.00   │
│    UNLIQ OBLG AMT:        59,115,270.81 ┌─YTD ALLOC AMT:     526,219,764.00─┐  │
│      EXPENDED AMT:       275,309,998.72 │UNAPPOR APPR AMT:        101,000.00│  │
│   APPR TRANS CODE: AA       APPORTIONMENT AVAIL AMT:        191,795,514.47 │  │
│   APPR TRANS TYPE: 01       APPROPRIATION AVAIL AMT:        191,896,514.47 │  │
│                          UNDISTRIBUTED EST REIM AMT:└───────────────0.00───┘  │
│                          RESTORATIONS / WITHDRAWALS AMT:              0.00     │
│                                                                               │
│                                                                               │
│                                             ┌─────────────────────────────┐   │
│                                             │Line  1  Column  10          │   │
└─────────────────────────────────────────────────────────────────────────────┘
```

- The **YTD ALLOC AMT** is the amount has been allocated out to each division. In this example the amount is less then what is available in the apportionment.
- The **APPORTIONMENT AVAIL AMT** is the amount of the apportionment, YTD APPOR AMT, still available after subtracting the unliquidated obligations and the expended amount.
- The **APPROPRIATION AVAIL AMT** is the amount available of the appropriation, ORIGINAL APPR AMT

5/27/2005

NO –YEAR FUNDS

```
199.130.223.42 - TN3270/TN5250 Connection                          _ 8 X
Session  Edit  View  Commands  Script  Help

ACTION: R TABLEID: APPR USERID: UGST
                  *** APPROPRIATION INQUIRY TABLE ***
KEY IS BUDGET FISCAL YEARS, FUND

BUDGET FISCAL YEARS: 04    FUND: 60     STATUS IND: A   EST REIM OPT: N

ORIGINAL APPR AMT:         179,883.13    TRANSFERS IN:            98.78
APPROVED APPR AMT:         179,883.13    TRANSFERS OUT:          215.65
      EST REIM AMT:              0.00    LAPSED AMT:               0.00
   ACTUAL REIM AMT:             0.00   CARRYOVER AMT:         20,304.47
  STAT RESERVE AMT:             0.00     EXPIRED AMT:        101,052.03
REIM AGREEMNT AMT:             0.00 UP SPEND ADJ AMT:             0.00
DIR AGREEMENT AMT:             0.00 DN SPEND ADJ AMT:             0.00
  EST RECOVERY AMT:            0.00 ACT RECOVERY AMT:       146,944.07
  PY REC WITH AMT:             0.00
    UNLIQ COMM AMT:            0.00     YTD APPOR AMT:       347,032.89
    UNLIQ OBLG AMT:       180,563.96     YTD ALLOC AMT:      347,032.89
      EXPENDED AMT:        65,515.68 UNAPPOR APPR AMT:            98.78
   APPR TRANS CODE: AA       APPORTIONMENT AVAIL AMT:       100,953.25
   APPR TRANS TYPE: 01       APPROPRIATION AVAIL AMT:            0.00
                         UNDISTRIBUTED EST REIM AMT:            0.00
                       RESTORATIONS / WITHDRAWALS AMT:          0.00



                                              Line  1   Column   10
```

- **CARRYOVER AMT** is the amount brought forward from a prior open Budget Fiscal Year.
- **EXPIRED AMT** is the amount of funds carried forward to the next Budget Fiscal Year.
- **ACT RECOVERY AMT** is the amount of funds brought into this Budget Fiscal Year because of prior year recoveries.

5/27/2005

REIMBURSABLE AGREEMENTS AND OTHER FUNDS THAT HAVE COLLECTIONS

```
199.130.223.42 - TN3270/TN5250 Connection                              _ 8 x
Session  Edit  View  Commands  Script  Help
D|c|H|d|d|d| B| b|b| O| m| 4|b| o|

ACTION: R TABLEID: APPR USERID: UGST
                   *** APPROPRIATION INQUIRY TABLE ***
KEY IS BUDGET FISCAL YEARS, FUND

BUDGET FISCAL YEARS: 05    FUND: 57      STATUS IND: A   EST REIM OPT: E

ORIGINAL APPR AMT:             0.00     TRANSFERS IN:              0.00
APPROVED APPR AMT:             0.00    TRANSFERS OUT:             0.00
    EST REIM AMT:       8,896,584.00     LAPSED AMT:              0.00
  ACTUAL REIM AMT:         90,552.17   CARRYOVER AMT:             0.00
  STAT RESERVE AMT:            0.00      EXPIRED AMT:             0.00
REIM AGREEMNT AMT:             0.00 UP SPEND ADJ AMT:             0.00
DIR AGREEMENT AMT:             0.00 DN SPEND ADJ AMT:             0.00
 EST RECOVERY AMT:             0.00 ACT RECOVERY AMT:             0.00
  PY REC WITH AMT:             0.00
    UNLIQ COMM AMT:            0.00    YTD APPOR AMT:      8,896,584.00
    UNLIQ OBLG AMT:      186,157.80    YTD ALLOC AMT:      8,896,584.00
      EXPENDED AMT:      955,815.43 UNAPPOR APPR AMT:             0.00
   APPR TRANS CODE: AA       APPORTIONMENT AVAIL AMT:    7,754,610.77
   APPR TRANS TYPE:         APPROPRIATION AVAIL AMT:    7,754,610.77
                          UNDISTRIBUTED EST REIM AMT:    8,896,584.00
                     RESTORATIONS / WITHDRAWALS AMT:             0.00


                                          Line  1   Column   10
```

- **ACTUAL REIM AMT** is the amount that has actually been collected. This doesn't include outstanding bills.
- **EST REIM AMT** is the amount that the divisions estimate to collect for this Budget Fiscal Year. Their collections must equal expenditures by the end of the five year adjustment period. Government can't spend more then it collects.